

Senate of Virginia

2017 Session Handbook

Produced by
the Senate Clerk's Office

Revised 1/17



The Session Handbook is designed to provide basic information on the legislative process and the operation of the Senate for Senators, legislative assistants, administrative assistants, and Senate session employees.

The information has been compiled from several sources. We welcome your suggestions for improvements. If you have any questions or concerns that are not answered in this manual, or if you need further explanation of any area, please do not hesitate to contact the Senate Clerk's Office by calling (804) 698-7400.

Susan Clarke Schaar
Clerk of the Senate

Tara H. Perkinson
Chief Deputy Clerk



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CLERK OF THE SENATE



SUSAN CLARKE SCHAAR

Senate Clerk's Office
Capitol, Third Floor, Room N302
(804) 698-7400

Mission Statement

It is the mission of the Senate Clerk's office to support and enable the efficient, effective, and transparent performance of legislative responsibilities for the Commonwealth of Virginia, with integrity, innovation, and civic-mindedness.

SENATE CLERK'S OFFICE
(804) 698-7400
Capitol, Third Floor, Room N302

Mission Statement

This area is responsible for the daily administrative operations of the immediate Clerk's office, records management, Clerk's schedule, room reservations, and publishing the interim weekly meeting schedule.



Rose Ramsey
Assistant Clerk



Michael Adams
Director of Strategic
Planning

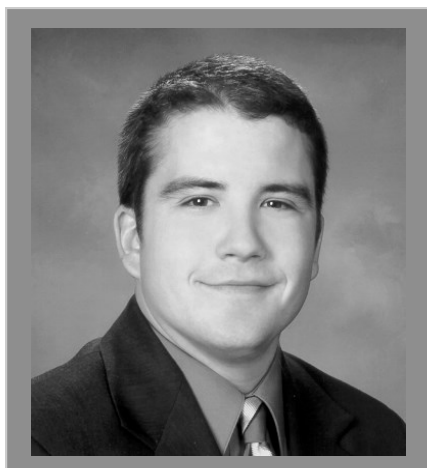


Corinne Sloan
Secretary to the Clerk

SENATE COMMITTEE OPERATIONS
(804) 698-7450
General Assembly Building, Second Floor, Room 267

Mission Statement

This area provides administrative support for standing committees and legislative study groups. Responsibilities include meeting scheduling and staffing, posting public notices and recording votes and meeting attendance.



Hobie Lehman
Assistant Clerk - Committee Operations
& Sergeant-at-Arms



Chad Starzer
Assistant Coordinator of
Committee Operations

SENATE FISCAL
(804) 698-7420
Capitol, First Floor, Room S134

Mission Statement

The Fiscal office, in conjunction with the Clerk, is responsible for all financial activity of the agency to include accounts payable, payroll, financial reporting, leave accounting, and budget development. This office also coordinates all Human Resource and employee benefit functions for employees of the Senate.



Charlotte Mary
Senior Assistant Clerk -
Fiscal & Human Resources



Michelle Wright
Fiscal Officer



Jan Waldrop
Fiscal Accountant

SENATE TECHNOLOGY
(804) 698-7470
General Assembly Building, Third Floor West

Mission Statement

Senate Technology (ST) cares for the computers, tablets, and printers maintained by the Senate. Additionally, ST provides software development, wired and wireless network services, audio/video meeting support and serves as the technical liaison for the Senate.



Jonathan Palmore
Senior Assistant Clerk -
Technology



Linda Wettstone
Senior Systems Analyst



Glenn Robertson
Senior Systems Analyst



Maryann Horch
Senior Systems Analyst



Kyle Blankenship
System Administrator

SENATE JOURNAL
(804) 698-7440
Capitol, First Floor, Room W149

Mission Statement

This area's duties include compiling the Journal of the Senate under the direction of the Clerk of the Senate, assisting the Clerk with research and compiling of the Manual of the Senate. The Journal of the Senate is the official record of the Senate.



Tara Perkinson
Chief Deputy Clerk



Dianne Whitaker
Assistant Journal Clerk/
Engrossing Supervisor



Ginny Edwards
Counsel/
Assistant Journal Clerk



Sarah Spiker
Journal Assistant

SENATE LEGISLATIVE INFORMATION AND CONSTITUENT SERVICES

(804) 698-7410

(888) 892-6948 toll free

Capitol, First Floor, Room W147

Mission Statement

LINCS is responsible for legislative information and constituent services; coordinating the page program and session interns; coordinating with Capitol tour guides; and overseeing research, civics education and educational programming.



Nathan Hatfield
Assistant Clerk- LINCS



Barbara Carter
Legislative
Information Officer



Trish O'Brien
Senior Legislative
Information Officer



Bladen Finch
Senate Page Program Director/
Civics Coordinator



Joanna Bolstad
Legislative
Information Officer

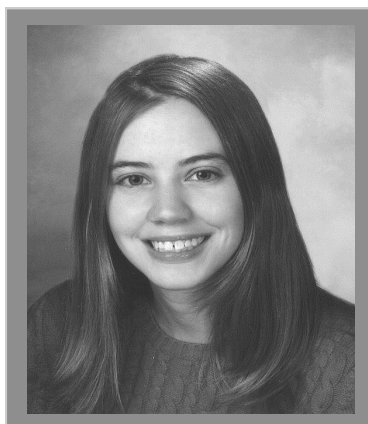
SENATE SUPPORT SERVICES
(804) 698-7460
General Assembly Building, Third Floor East

Mission Statement

This area is responsible for all purchases, coordination and oversight of Capitol after hours events, supervision and coordination for administrative assistants assigned to members during session, facility management including the coordination of renovations and/or alterations of the Capitol and General Assembly Building. In addition, Support Services coordinates and oversees the food services in the Capitol and General Assembly Building. Other duties include movies/filming, members' travel, administration of the telephone system, postal services, parking, surplus property, leased accounting and fixed assets reporting and inventory of equipment, with the exception of computer hardware/software.



Jennifer Jones Welch
Assistant Clerk - Senate Support
Services



Melanie Newby
Purchasing Officer



Geneva Tulasz
Asst. Purchasing Officer



Eric Bingham
Facilities Coordinator



Erica Manson
Administrative Support Asst.



Zach Gill
Support Services Technician



THE GENERAL ASSEMBLY

The legislative power of the Commonwealth of Virginia is vested by its Constitution in a General Assembly which is composed of a Senate and a House of Delegates. There are 40 members of the Senate elected from 40 Senatorial districts for a term of four years and 100 members of the House of Delegates elected from 100 House districts for a term of two years.

Regular Session

The General Assembly convenes each year on the second Wednesday in January. In the even-numbered years, the session is held for 60 days, unless extended by two-thirds vote of both houses. In the odd-numbered years the session is held for 30 days, unless extended by two-thirds vote of both houses. A bill can be continued for consideration from an even-numbered year to an odd-numbered year but not from an odd-numbered year to an even-numbered year.

Reconvened Session

The reconvened session (to consider any legislation vetoed or amended by the Governor) is held on the sixth Wednesday following adjournment of the regular or special session. No other business shall be considered at this session.

The reconvened session shall not continue longer than three days unless the session is extended, for a period not exceeding seven additional days, upon the vote of the majority of the members elected to each house.

Joint Assembly

The General Assembly shall meet in joint session at every regular session to receive the Governor's address. The joint session is held in the House Chamber at a time designated in a joint resolution on procedure. The President of the Senate takes a seat next to the Speaker of the House and the Senators sit in the back of the House Chamber. The Clerk of the Senate calls the roll of the Senate after which the House roll is taken.

Special Session

The Governor may convene a special session when, in his opinion, the interest of the Commonwealth may require it and shall convene a special session upon application of two-thirds of the members elected to each house.

Daily Session

The Senate and the House of Delegates convene each day at 12 noon unless otherwise ordered. The Lieutenant Governor, who is constitutionally the President of the Senate, calls the Senate to order. The Speaker presides over the House of Delegates.

Legislators, Senate Clerk's Office Staff and House Clerk's Office Staff are permitted to remain on the Senate floor while the Senate is in session. Members of the written press may sit in the front of the Chamber when space permits. Unauthorized persons are not allowed on the Senate floor for 15 minutes prior to the convening of each daily session and for five minutes following the conclusion of each session. Legislative assistants are not allowed on the Senate floor while the Senate is in session.

ORDER OF BUSINESS (Pursuant to the Rules of the Senate)

The following is the regular order of business:

Call to order

Period of devotions

Roll call

Reading of the Journal

Morning hour

Communications from the House of Delegates, the Governor, and other sources

Recognition of visitors

Resolutions, petitions and bills

Consideration of the Calendar

Other business and announcements

Recess or adjournment (The time that the Senate adjourns daily can be found at the end of the Senate Minutes.)

Senate Calendar

The Senate Calendar is a daily listing of the legislation, by number and title, which is before the Senate. The legislation on the Calendar is divided by the first, second, and third constitutional readings. Pursuant to the Constitution of Virginia, a bill or resolution must be read by its title three times. Within the constitutional reading category, the Calendar is divided into two sections: Uncontested Calendar and Regular Calendar. Legislation on the Uncontested Calendar was reported from committee without abstentions or negative votes. Legislation on the Regular Calendar was reported either with abstentions and /or negative votes.

Legislation under unfinished business is legislation which is communicated from the House which requires further Senate consideration.

On the back of the Calendar is a listing of all scheduled Senate committee and subcommittee meetings. These schedules are subject to change. Announcements regarding changes are made at the end of the daily session. The list of bills and resolutions introduced in the Senate from the previous day is printed in the back of the Daily Calendar. The House Calendar also has a list of legislation introduced in the House on the previous day along with a listing of House committee meetings.

STATEWIDE OFFICERS



Office of the Governor

Patrick Henry Building
Third Floor
1111 East Broad Street

(804) 786-2211

Governor

The Governor of Virginia is elected every four years on the Tuesday succeeding the first Monday in November. The Governor is inaugurated on the Saturday following the convening of the General Assembly.

The retiring Governor addresses the Joint Assembly on the first day of the session. The incoming Governor presents his program in an address to the Joint Assembly during the first week after his inauguration.

It is the duty of the Governor to communicate all nominations and appointments made by him which require confirmation by the General Assembly; a list of reprieves or pardons granted; and messages concerning his actions on legislation to the General Assembly.

Any bill which passes both houses of the General Assembly must be presented to the Governor for consideration. Upon the Governor's signature, a bill becomes law as of July 1, unless the bill contains an emergency clause. If the bill contains an emergency clause, it becomes effective upon signature by the Governor. A bill may also specify a date for the law to become effective later than the July 1 rule. The Governor may return a bill to the General Assembly with his amendments for reconsideration or the Governor may veto the legislation.

The Governor's Office and the Cabinet Secretaries are located in the Patrick Henry Building. The Office of the Secretary of the Commonwealth is located in the Patrick Henry Building. This office serves as the keeper of the Seals of the Commonwealth, handles records of all executive acts, and registers lobbyists.

STATEWIDE OFFICERS



Office of the Lieutenant Governor

Oliver Hill Building
First Floor
102 Governor Street

(804) 786-2078

Lieutenant Governor

The Lieutenant Governor of the Commonwealth is elected every four years at the same time as the Governor and is inaugurated with the Governor.

The Lieutenant Governor shall be the President of the Senate but shall have no vote unless there is a tie vote among the members of the Senate.

In the incidence of the Governor's disqualification, death or resignation, the Lieutenant Governor shall become the Governor.



Office of the Attorney General

Pocahontas Building
900 East Main Street

(804) 786-2071

Attorney General

The Attorney General of the Commonwealth is elected every four years at the same time as the Governor.

The Attorney General is the chief executive officer of the Department of Law for the Commonwealth and shall render opinions when requested by the General Assembly, the Governor, or a Judge.

The Attorney General will also advise any Commonwealth's Attorney when requested.



OFFICERS OF THE SENATE

President Pro Tempore
Majority Leader
Minority Leader
Caucus Officers
Clerk of the Senate
Pages
Sergeant at Arms and Doorkeepers

President Pro Tempore

General Assembly Building, Sixth Floor

The President *pro tempore* of the Senate is elected by the Senate. The President pro tempore shall be a senior member of the Senate.

In the event of the absence, disability or vacancy in the office of the Lieutenant Governor, the President pro tempore shall carry out the duties of the Lieutenant Governor as presiding officer of the Senate.

Majority Leader

General Assembly Building, Sixth Floor

The Majority Leader is elected by the political party which comprises the majority membership of the Senate.

Minority Leader

General Assembly Building, Sixth Floor

The Minority Leader is elected by the political party which comprises the minority membership of the Senate.

Caucus Officers

Democratic: (804) 698-7502

Republican Caucus Chair (McDougle): (804) 698-7504

Republican Caucus Co-Chair (Obenshain): (804) 698-7526

Caucus officers are elected by the two major political parties which comprise the membership of the Senate. Caucus officers preside over caucus meetings.

Clerk of the Senate**Capitol, Third Floor, Room N302****(804) 698-7400**

The Clerk of the Senate is elected by the Senate to serve for a four year term. The Clerk of the Senate shall be in charge of all records and papers of the Senate and shall refer all bills and resolutions to the appropriate Senate Committees and serve as chief administrative officer of the Senate.

The Clerk of the Senate shall prepare the Journal of the Senate and the Senate calendar according to the Rules of the Senate.

The Clerk of the Senate shall appoint and employ persons necessary to carry out the business of the Senate during the session and the interim. The Clerk shall have supervision of all employees of the Senate.

During the daily session the Clerk shall keep the desk and read all constitutional readings as described in the Senate Rules.

The Clerk of the Senate is the custodian of the public seal and design of the armorial bearings of the Senate.

Pages / Senate Page Room**(804) 698-7897**

Pages of the Senate shall be elected for one session and shall not be eligible for re-election.

Pages shall be not less than 13 years of age and no more than 14 years of age at the time of election or appointment.

The chief duty of Pages is to serve the Senators on the Senate floor during the session and in committee meetings. They also deliver items to the Senators and run errands for the Senators and the Clerk's permanent staff.

Pages are not permitted to run personal errands for session staff. Pages must sign in and out with Page Supervisors when running errands.

Sergeant at Arms and Doorkeepers

The Sergeant at Arms shall be elected by the Senate and shall continue in office at the pleasure of the Committee on Rules for a term of four years.

The Sergeant at Arms shall clear the Senate floor 15 minutes prior to the convening of every session and shall not allow entry of unauthorized persons during the session or five minutes following the conclusion of the session.

The Doorkeepers shall direct all persons not entitled to entry on the floor to the Senate Gallery.

LEGISLATION

Bills

Bills are drafts of laws presented to the General Assembly for consideration. Every bill must have a title which includes the matter contained in the bill and any portion of the law that the bill amends.

Joint Resolutions

A joint resolution is legislation that expresses the sense of the General Assembly. It makes it possible for the General Assembly to create studies, amend the Constitution, commend individuals, and handle internal housekeeping matters. A joint resolution must be agreed to by both houses.

A joint resolution is not signed by the Governor. If it is a constitutional amendment and is agreed to, it is signed by the presiding officer of each house and chapterized for placement in the Acts of Assembly.

Resolutions

A Senate Resolution only has to be agreed to by the Senate. It is used for internal Senate business, to change the existing Rules of the Senate, or to commend or memorialize individuals.

Drafting of Bills and Resolutions

The Division of Legislative Services, second floor, General Assembly Building (786-3591) is responsible for drafting bills and resolutions. Only members of the General Assembly may introduce legislation. Legislative Services is responsible for the proofing and accuracy of bills and resolutions. Mark Vucci is the director.

LEGISLATIVE PROCEDURE

Senate Bills and Resolutions

Introduction

Pursuant to the *Code of Virginia*, any Senator or Senator-elect of the next regular session may file bills and resolutions for even - numbered - year regular sessions beginning the third Monday in November of the preceding year and for odd-numbered - year regular sessions beginning the third Monday in July of the preceding year. Any bill or resolution filed must be endorsed by the signature of at least one Senator or Senator-elect as a patron. The Clerk will not accept legislation for introduction if the Senate is not in session, unless otherwise directed by the Senate. Senators may also file bills electronically through an “e-file” process.

A member may introduce legislation during the “morning hour” of the session. Bills, resolutions and petitions may be received at the Clerk’s desk at any time after the “morning hour” with the permission of the Senate.

If a Senator wishes to introduce legislation after the “morning hour,” the member should wait until after the completion of the business on the Senate Calendar and before adjournment of the Senate to do so. The Clerk will not accept legislation for introduction if the Senate is not in session.

Referred

Bills and resolutions are referred to Senate Committees by the Clerk of the Senate following the guidelines set forth in the Senate Rules. (In the House of Delegates, the Speaker refers the bills and resolutions to House Committees.)

Committee Action

Committee actions can include reporting the bill, reporting the bill with amendments, reporting the bill with a substitute, re-referring the bill to another committee, passing the bill by indefinitely, leaving the bill in committee, or taking no action. In an even-numbered year the committee can continue the legislation to the next year.

First Constitutional Reading

The Senate bill or resolution is read by its title the first time or the first constitutional reading may be dispensed by a recorded vote of the Senate.

Second Constitutional Reading

The Senate bill or resolution is now in its amendable state on the Senate floor. First, any amendments or substitute proposed by the committee are considered. Next, any floor amendments or substitutes are considered. After the consideration of any amendments, the bill is ordered to be engrossed.

Engrossed

This motion instructs the Clerk to prepare the bill for passage and possible communication to the House of Delegates. If the Senate has adopted amendments, they are to be incorporated into the bill as introduced. If there are no amendments, the bill as introduced will serve as the engrossed bill. If the Senate adopted a substitute, the substitute bill will serve as the engrossed legislation.

Third Constitutional Reading

After a Senate bill is engrossed, it is read a third time or the third constitutional reading may be dispensed with by a recorded vote of the Senate. Debate on the bill occurs at this time. A recorded vote is taken on the engrossed bill for final passage. Engrossed bills are communicated to the House for consideration.

House Action

If the Senate bill is amended by the House, the House amendment must be voted on by the Senate. If the House amendments or substitutes are agreed to by the Senate, the bill is ordered enrolled.

If the Senate does not agree to the House amendment or substitute, this action is then communicated to the House. The House may insist on its amendments and request a Committee

of Conference or may recede from its the amendments. (The Senate may do the same on a House bill.)

Conference Committee

The Senate Conferees shall be appointed by the Chair of the committee to which the bill was first referred (Rule 39 (a)). If the legislation originated in the Senate, the patron must be appointed as a conferee. The Speaker appoints the House conferees. The conference committee report must be agreed to by a majority of conferees of each house and then by both houses of the General Assembly.

Senate Action on House Bills and Resolutions

The legislative procedure for considering House legislation is as follows:

1. An engrossed bill is communicated to the Senate.
2. First Constitutional reading is usually dispensed by waiving the reading of the House of Delegates communication at the beginning of the day.
3. The bill is referred to a committee by the Clerk of the Senate, according to guidelines set by the Rules of the Senate.
4. The committee acts on the bill.
5. If reported from committee, the bill is read a second time or the second reading may be dispensed by a recorded vote of the Senate.
6. The bill is read a third time or the reading is dispensed, and any amendments are considered. *(Usually the Chair of the Committee from which the House bill is reported makes the motions on the bill.)*
7. Any amendments agreed to are engrossed.
8. The bill is passed or defeated.
9. If a House bill passes the Senate with any amendments, the House votes to accept or reject the Senate amendments. If the House accepts the Senate amendments, the bill is enrolled.
10. If the House rejects the Senate amendments, the Senate may insist on its amendments and request a committee of conference or may recede from its amendments.
11. The House may accede to a committee of conference. House bills in conference then follow the same procedure as that of Senate bills.

Enrolled Bills

After a bill has passed both houses, it is enrolled by the Enrolling Staff of the House of Delegates. The enrolled bill is signed by the presiding officers of both houses and presented to the Governor for his consideration.

Governor's Consideration

Regular Session

During the regular session the Governor may return a bill to the General Assembly with a recommendation in the form of amendments or a substitute. Upon receipt by the Clerk of the Senate these items are included in the Senate Calendar and considered by the Senate in accordance with the Constitution of Virginia, Article V, Section 6. The majority of the Governor's recommendations and vetoes are considered during the reconvened session pursuant

to the Constitution of Virginia, Article IV, Section 6.

The Governor may sign, amend, or veto the bill. If the bill is signed by the Governor, it becomes a Chapter and is enacted into law on July 1 following the session unless it contains an emergency clause or specifies otherwise. If it contains an emergency clause, it becomes effective as soon as it is signed. If the Governor does not act on a bill, it becomes law without a signature.

Reconvened Session—Governor’s Amendments Agreed To

If the Governor recommends amendments to the bill, this action is communicated to the house of origin. Each house may separate or divide the Governor’s amendments and vote on them separately.

Amendments agreed to by both houses are included in the re-enrolled bill. The bill is chapterized and enacted into law.

Reconvened Session—Governor’s Amendments Rejected

If all of the amendments are rejected, then the General Assembly has the option of passing the enrolled bill. If this motion passes each house by a two-thirds vote, the bill becomes law, notwithstanding the objections of the Governor. If the motion does not receive the necessary two-thirds vote, the enrolled bill is returned to the Governor for further consideration. The Governor then has thirty days after the adjournment of the reconvened session to either sign or veto the bill. If the Governor vetoes the bill, the veto shall stand and the bill does not become law. If the Governor does not act on the bill, the bill becomes law without his signature.

Reconvened Session—Governor’s Amendments Are Not Specific and Severable

If the Governor returns the bill with amendments and either house determines the amendments are not specific and severable, the house making the determination sends the bill to committee and the process commences again. The committee may report the bill with amendments or a substitute. The body would consider the legislation as reported from the committee and, if it passes the legislation, sends it to the other house for consideration. If each house passes the legislation, the bill is sent to the Governor, otherwise the legislation dies. The Governor then has thirty days after the adjournment of the reconvened session to either sign or veto the bill. If the Governor vetoes the bill, the veto shall stand and the bill does not become law. If the Governor does not act on the bill, the bill becomes law without his signature.

Reconvened Session—Governor’s Veto

When a bill is vetoed by the Governor, the action is communicated to the house of origin. It takes a vote of two-thirds of the Senate members present, but not less than a majority of the members elected, to override a gubernatorial veto. The same vote is required in the House of Delegates.

SENATE COMMITTEES

Committee Staff 698-7450

The Clerk of the Senate appoints such committee clerks as may be necessary after consultation with, and the approval of, the Chair of the Committee on Rules and the Chairs of the Committees. The Clerk of the Senate shall also appoint such additional committee staff as may be necessary. The clerk is responsible for the “pre-meeting” preparation which includes distributing committee dockets (dockets are set by the committee Chair) and notifying patrons of the meetings. During the meeting the clerk records committee votes and reports this information to the Clerk of the Senate.

Legislative Services assigns each committee a legal counsel. This person is responsible for drafting amendments and substitutes as requested by the members, is available to explain pending legislation, and performs legal research.

Standing Committees

All meetings are held in public unless the committee goes into executive session. Senate committee votes that are required to be recorded are available to the public and can be obtained on the Legislative Information System (LIS – <http://lis.virginia.gov>.) All regularly scheduled meetings are held in the General Assembly Building unless otherwise posted. Assigned committee rooms are noted on charts available at the Information Desks.

Subcommittees

The Chair of any Committee may appoint subcommittees to consider a particular bill or resolution or to consider matters relative to a portion of the work of the Committee. Such subcommittees shall not take final votes and shall only make recommendations to the Committee. Subcommittee meetings are open to the public. The date and place of a subcommittee meeting is listed in the Senate Calendar. This information is also available at the Information Desks and on the General Assembly and Legislative Information Systems Web sites.

Docket

A docket is a list of bills that will come before a committee for a particular meeting. The docket is set by the Chair. The committee clerk will compile the docket and place it online about 24 hours prior to the meeting. Copies of dockets may be obtained from the General Assembly Web site.

SENATE COMMITTEES AND SCHEDULE

The current committee schedule listed below is subject to change. Any changes to this schedule or any additional meetings of a committee must be approved by the Senate Committee on Rules.

Agriculture, Conservation, and Natural Resources	Thursdays	1/2 hour after adjournment	Senate Room B
Commerce and Labor	Mondays	1/2 hour after adjournment	Senate Room B
Courts of Justice	Mondays	8:00 a.m.	Senate Room B
	Wednesdays	1/2 hour after adjournment	Senate Room B
Education and Health	Thursdays	8:30 a.m.	Senate Room B
Finance (At the call of the Chair)	Tuesdays	9:00 a.m.	Senate Room B
	Wednesdays	9:00 a.m.	Senate Room B
	Thursdays	4:30 p.m.	Senate Room B
General Laws and Technology	Mondays	45 minutes after adjournment	Senate Room A
Local Government	Tuesdays	1/2 hour after adjournment	Senate Room B
Privileges and Elections	Tuesdays	4:00 p.m.	Senate Room A
Rehabilitation and Social Services	Fridays	8:30 a.m.	Senate Room B
Rules	At the call of the Chair		Senate Room A
Transportation	Wednesdays	45 minutes after adjournment	Senate Room A

Senate Room A and Senate Room B are located on the first floor of the General Assembly Building.

WORKPLACE HARASSMENT POLICY

Policy

The Senate of Virginia is committed to providing a work environment free from intimidation or coercion in any form. Workplace harassment, including sexual harassment, is a form of intimidation and coercion. Further, workplace harassment is an unlawful employment practice that could subject the Senate of Virginia, the Commonwealth and/or the individuals who conduct or condone such behavior to liability. The Senate of Virginia intends to avoid such liability by prohibiting any form of workplace harassment and by requiring that all employees and members refrain from conduct that could give rise to such allegations.

Definitions

Workplace harassment generally means offensive and/or unwelcome conduct related to sex, race, national origin, age, disability or religion. Such conduct may occur through offensive comments communicated orally, graphically, or in writing, including e-mail or other messaging systems. Not every incident of inappropriate conduct constitutes unlawful workplace harassment, but being mindful of the visibility and public trust embodied in our work, the Senate of Virginia requires its employees and members to avoid all such conduct, whether or not it rises to the level of being unlawful.

For purposes of this Policy, sexual harassment is defined as follows: Unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature constitutes sexual harassment when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
- submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals, or
- such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment may include, but is not limited to, display of graphic images, oral or written statements of a sexual nature, request(s) for sexual activity, and deliberately touching or brushing against another employee, particularly in a suggestive or sexual way.

Management Responsibilities

Managers who participate in or tolerate workplace harassment or who knowingly fail to take appropriate corrective action regarding allegations of such behavior are themselves in violation of this Policy. Depending on the circumstances, managers and team managers who fail to take the affirmative steps described herein regarding allegations of workplace harassment may be subject to disciplinary actions as outlined in the Disciplinary Action section of this Policy.

Reporting/Investigating Procedures

Claimant: To initiate corrective action, the claimant (victim of workplace harassment) should report the conduct and the offending party promptly and relate all pertinent information (behavior, names, dates, places, witnesses) to his/her immediate supervisor, the next higher

level of management if the accused is the claimant's immediate supervisor, or any other management personnel.

Management: Any manager in the Senate of Virginia, upon being informed of potential workplace harassment by the claimant, must report the incident immediately and relate all pertinent information (behavior, names, dates, places, witnesses) to the Clerk of the Senate. The Clerk or a designee and reporting manager will investigate all such reports. All parties involved (claimant, accused, and witnesses) will be given every opportunity to relate their facts, perceptions, and observations.

The claimant will be carefully interviewed, and a statement signed by the claimant will be requested. Witnesses identified by the claimant will be interviewed, and statements signed by the witnesses will be requested. Such action shall be undertaken promptly and with due regard for preserving the confidentiality of all persons to the extent feasible.

When the Clerk is informed of the alleged harassment, the Clerk will notify the accused of the allegations and the Chairman of the Rules Committee. After the Clerk has received statements from the claimant and witnesses, the accused will be informed of the details of the allegations, interviewed and requested to submit a signed statement responding to the allegations. If the accused identifies witnesses, these witnesses will be interviewed, and signed statements will be requested.

If the accused is a Member of the Senate, the Clerk shall notify the Chairman of the Senate Rules Committee. If the accused is an appointee or employee of state government, the Clerk shall notify such person's supervisor or agency head. Such notice shall be confidential. If, upon completion of the Clerk's investigation, the Clerk determines the actions of the accused fall within the definition of workplace harassment, the Clerk will place such determination in writing. If the accused is an employee of another agency or an appointee, the Clerk will provide a copy of the Clerk's determination in writing and all signed statements to the accused's agency head or supervisor. Retaliation against an employee who files a complaint is strictly prohibited either during the investigation or after a decision is rendered.

A written record of the incident, resultant investigation and the determination will be kept and maintained by the Senate Clerk's Office in a specifically designated file. However, facts documenting any disciplinary action will also be placed in the personnel file of the individual upon whom disciplinary action is taken.

Disciplinary Action

If the investigation reveals that workplace harassment has taken place, disciplinary action may include, but is not limited to, any of the following, alone or in conjunction:

- Oral counseling with documentation placed in the employee's personnel file
- Written warning of the infraction placed in the employee's personnel file
- Demotion
- Transfer of assignment
- If an employee, dismissal from Senate employment
- If a member, subject to discipline as provided in the Rules of the Senate including but not limited to public reprimand, censure or expulsion.

In some cases, suspension of the accused, with or without pay, pending the completion and outcome of the investigation may be an option.

If an employee of a State agency other than the Senate Clerk's Office or a non-

legislative entity committed the harassment, the agency director or director of the accused will determine the specific disciplinary actions. If an employee of the Senate Clerk's Office committed the harassment, the Clerk will determine the disciplinary action.

Further Avenues of Redress

Workplace harassment is an important work-related problem, and it is incumbent upon management at all levels to ensure that such actions are not tolerated. Should the employee not be satisfied with management's decision, avenues of redress are available through the U.S. Equal Employment Opportunity Commission and/or the Virginia Human Rights Council.

Adopted by the Senate Rules Committee

GENERAL OFFICE PROCEDURES

Adjournment, time of

The time of the adjournment of the Senate can be found at the end of the Senate minutes on the General Assembly Web page (lis.virginia.gov), or on Twitter ([vasenate](https://twitter.com/vasenate)). Click on Senate, Minutes and the date.

Administrative Assistants

Administrative assistants are hired by the Clerk of the Senate. The assignments, hours of employment and duties are determined by the Clerk of the Senate. Any time off must be cleared through the Administrative Assistant Coordinator **(698-7464)** and approved by the Clerk. Administrative assistants work for members and with legislative assistants and interns.

Attire

Professional business attire that is appropriate for the Senate must be worn at all times. Please be aware that some individuals are allergic to perfumes, colognes, and aftershaves. Your consideration of others when using these products is greatly appreciated.

Business Dress Code Policy: It is the policy of the Senate that all employees should be neatly and appropriately dressed at all times while engaged in the work of the Senate.

GENERAL RULES

- Employees will dress in a manner that encourages respect for the Senate and the dignity of the individual. For example, blue jeans of any color, tank tops, t-shirts, flip flops, leggings, see-through fabrics, and tennis shoes are not appropriate attire. Skirts and dresses should be conservative in length.
- Employees must be neatly attired, well groomed, and present a professional appearance. Fashion and styles should be conservative.
- Personal cleanliness and grooming are required.
- Please refrain from using strong perfume and cologne as it aggravates allergies in many people.
- The Senate Clerk shall be responsible for interpretation of this policy. Team managers shall have the responsibility to enforce these guidelines up to and including requesting an employee to return home for proper attire.

Certificates

The Senate may express its commendation or condolence throughout the year in the form of a printed certificate. A request for a certificate may be filed at any time during the calendar year with the Senate Clerk's Office. The Certificate Request Form can be accessed through "Certificate Request" in the "Forms" section on the Senate Portal, or a hard copy can be obtained from the Senate Clerk's Office.

Chamber Desks

All requests for placing items on the Senate Chamber desks must be made in writing to the Senate Clerk's Office 24 hours in advance and approved by the Chair of the Senate Committee on Rules. Items must be sponsored by a member of the Senate and contain the name of the sponsor. There must be at least 42 items. Food products must be packaged. The Senate staff will distribute items approved for the desks. Floral and balloon arrangements will not be allowed in the Chamber. These items may be delivered to the Senators' offices in the General Assembly Building.

Calendars

The Calendar is the daily printed agenda of business for each house. They are printed off-site and are scheduled to be delivered to the Capitol by 7:30 a.m. Senate staff will deliver two Senate Calendars and one House Calendar to Senators' offices by 8:00 a.m. Daily calendars are downloaded on the previous evening and may be accessed from the Senate portal under "Calendars and Daily Floor Calendars."

Committee Clerks

Committee clerks are responsible for keeping the records of the Senate standing committees and subcommittees during the session. The Senate committee clerks are located in the General Assembly Building, room 267, second floor. If you need to know if your Senator's bill or resolution is on a committee's docket, you should check the Legislation Information System (LIS) or contact the committee clerk for that committee by calling **698-7450**.

Committee roll call votes on reported bills and resolutions in Senate committees should be obtained from the LIS Bill Status System.

House committee clerks have offices on the first and second floors of the General Assembly Building (**698-1540**).

Committee / Conference Room Reservations

Reserving a Conference Room

Senate Rooms 1, 2, and 3 in the Capitol and **Senate Rooms A and B** in the General Assembly Building are only reserved through the Senate Clerk's Office (**698-7400**). The Senate Leadership Conference Room in the General Assembly Building is only reserved through the Senate Clerk's Office (**698-7400**).

Senate Conference Rooms 3 East and 4 East in the General Assembly Building must be reserved through Support Services (**698-7460**) during session. Reservations for these rooms for groups must be made through a Senator's office. A one-hour time limit per group per day must be observed for non-legislative groups. Groups are not allowed to use Senate rooms as "headquarters" during visits to the Capitol. During the interim, these rooms are scheduled through the Senate Clerk's Office (**698-7400**).

General Assembly Building:

Senate Room A – Meeting room for Senate Standing Committees. No meetings may be scheduled in this room except for standing committees without the approval of the Clerk of the Senate prior to scheduling the room. Lunch MAY NOT be served in this room.

Senate Room B – Meeting room for Senate Standing Committees. Nothing can be scheduled in these rooms during times that standing committees are scheduled to use the room. Any other meeting must be approved by the Clerk of the Senate prior to scheduling the room.

This room is also used by the general public for viewing session via closed-circuit television. This room is not a holding area for the gallery. Messages will not be sent to the Senate floor for groups viewing session in this room. Lunch MAY NOT be served in this room.

3 East and 4 East Conference Rooms – These rooms are for use by subcommittees of the Senate and for members to meet with larger groups of constituents. The session may be viewed here between 12:00 noon and 2:00 p.m. by the legislative community. Food may be served in these rooms but must be catered by Meriwether Godsey. Groups using the rooms are responsible for cleaning them for use by the next group.

Capitol:

Senate Room 1 – Used by the Democratic Caucus at 11:30 a.m. each day unless otherwise announced. This room may be used for subcommittees and for press conferences by Senate members (the Senator must be present during the press conference). Food may be served in these rooms only with the approval of the Senate Clerk and must be catered by Meriwether Godsey.

Senate Room 2 – Used by the Republican Caucus at 11:30 a.m. each day unless otherwise announced. This room may be used for press conferences by Senate members (the Senator must be present during the press conference) and for lobbyists to view the session. Food may be served in these rooms only with the approval of the Senate Clerk and must be catered by Meriwether Godsey.

Senate Room 3 – Gallery holding room for groups of 15 or more. Introduction messages may be sent to the Senate floor and the session can be viewed from this room. **No food or beverages are allowed in this room without permission from the Clerk of the Senate.**

Senate Gallery – Individuals and groups of 14 or fewer report to the gallery to view the session. Groups will be rotated in and out depending upon the workload and number of visitors each day.

General Guidelines

- Committees and subcommittees take priority over other meetings. Reservations for a group may be cancelled if a room is required for a committee / subcommittee meeting.

- Furniture is not to be rearranged or moved in or out of a meeting room or its annexes without the approval of the Clerk of the Senate.

- Food or beverage service in Senate meeting rooms in the Capitol or General Assembly Building must be approved by the Clerk. Upon approval, catering must be provided by Meriwether Godsey **(698-7692)**.

- During session and the interim, contact the Senate Clerk's Office **(698-7400)** to reserve all Capitol Rooms, Senate Rooms A & B and the Leadership Conference Rooms.

- Groups, lobbyists and other persons may not use a Senate committee or conference room without prior approval by the Clerk of the Senate.

Copy Centers

Copiers are available for Senators' and staff use only. Copiers are located in the General Assembly Building at the third floor information desk (between the elevators) 3 East, 3 West and 4 East conference rooms. and on the sixth floor (beside the reception desk). The sixth floor copy machine is shared with members of the House of Delegates and their staff.

For large copy jobs, please contact Support Services at **698-7460**.

There is a 15-cent per copy fee for persons not employed by the Senate (lobbyists, constituents, etc.). Payment must be made upon receipt of copies. Checks are made payable to the Treasurer of Virginia.

If you see **anyone** who is not a Senate employee operating these copiers, please report it to Support Services (**698-7460**).

Emergencies - Medical, Fire, Etc.

In the event of an emergency (medical, fire, etc.) call the Capitol Police **FIRST** by pushing the preprogrammed “Emergency” button on any Senate phone or by calling the following numbers:

Capitol – **786-2120**

General Assembly Building - **698-1900**

The Capitol Police must be notified **FIRST** in an emergency situation in order to provide proper access to the area. **The Capitol Police will contact the appropriate agency to handle the emergency.**

Notify the Senate Clerk’s Office SECOND: 698-7400.

In the event of an evacuation, an intercom announcement, fire alarm or the floor wardens will notify you. Everyone must leave the buildings! You will receive instructions from the building wardens at these locations.

General Assembly Building - Use the stairs to exit the building. Proceed to the area in front of South Portico of the Capitol.

Capitol – The north and east exits are available for use in an emergency. Proceed to Governor Street after exiting the building.

The Virginia Office of Homeland Security has established the following terrorist threat levels for security and preparedness measures:

Green Level – Low Risk

Low risk of terrorism. Routine security is implemented to preclude routine criminal threats.

Yellow Level – Elevated Risk

Elevated risk of terrorist attack but a specific region of the USA or target has not been identified.

Blue Level – General Risk

General risk with no credible threats to specific targets.

Orange Level – High Risk

(You will be given instructions by staff or the Capitol Police.)

Credible intelligence indicated that there is a high risk of a local terrorists attack but a specific target has not been identified.

Red Level– Imminent Risk

(You will be given instructions by staff or the Capitol Police.)

A terrorist attack has occurred or credible and corroborated intelligence indicated that one is imminent. Normally this threat condition is declared for a specific location or critical facility.

The threat level is posted on the Capitol Police Station at the Capitol entrance and on the screening devices located at the entrance of the Capitol and General Assembly Buildings.

Fax Machines

Fax machines are available for the Senators' use only. Fax machine numbers and locations are as follows:

Senate Post Office	Senate Fiscal
Third floor, General Assembly Building	First floor, room S134, Capitol
(804) 698-7651 and (804) 698-7652	(804) 698-7673

Senate Clerk's Office
Third floor, room N302, Capitol
(804) 698-7670

Faxes received in the Post Office will be sent to the members office via e-mail. Please let Support Services know if you prefer the faxes to be received by the administrative assistant.

Outgoing faxes may be sent from the kiosks located on the third floor east, third floor west and fourth floor east of the General Assembly Building.

Faxes addressed to all members will be given to the Senator who represents the sender. Committee faxes will be sent to the committee chair. The Senate Clerk's Office will not copy and distribute faxes.

Personal, long distance FAX transmissions will cost \$1.00 for the first page and \$.25 for each additional page.

Gift Display Cases

For your convenience, the Senate has a gift display case located on the east side of the third floor of the General Assembly Building. Support Services will assist you with your purchase in Room 325 of the GAB.

Identification Badges

Identification badges are required to be worn by all staff. Badges are required for entrance into all state buildings. Employees on Senate payroll should contact Senate Support Services at 698-7460 to obtain a badge. Non-Capitol Semester interns should also contact Senate Support Services for badging. Capitol Semester interns should contact the House of Delegates.

Information Desks

Senate Pages will assist with staffing information desks:

General Assembly Building
Main Lobby - **698-1470**
Third Floor Lobby – **698-7893**

Capitol
First Floor, room W147 — **698-7410**

Lobbyists

Lobbyists, by statute, must register with the Virginia Conflict of Interest and Ethics Advisory Council whether or not they receive remuneration for their work.

Additional information relating to lobbyists can be obtained at the following web site:
<http://ethics.dls.virginia.gov/filing-resources.asp/>

Lobbyist identification badges may be obtained from Support Services on the 3rd floor in the GAB, Room 325.

Maintenance

Please call Support Services (**698-7460**), if repairs are needed on Senate equipment (including typewriters, fax machines and transcription equipment provided by the Senate Clerk's Office), lighting, or furnishings.

Computer and printer repairs and requests for toner cartridges for printers should be directed to Senate Technology by calling **698-7470**.

Unauthorized requests for service will not be accepted by the Department of General Services. Requests for service and repairs for any equipment or maintenance must be made through Support Services (**698-7460**). This includes hanging pictures. Please do not use tape for hanging posters, etc.

Office Equipment

The Senate Clerk's Office will provide each Senator's office with the following:

- One laptop computer system with printer and one iPad – Senator's Office
- One desk computer system with printer – Legislative Assistant's office
- One desk computer system with printer– Administrative Assistant's workstation

Each legislative assistant's office may have a maximum of two computers and two printers. Upon approval from the Clerk of the Senate, each Senate office may bring in one (1) additional computer and printer for their office in the General Assembly Building.

Computer and printer equipment should be brought to the office the week before session begins to allow appropriate time for installation by Information Systems staff.

Due to the electrical demands in the General Assembly Building during Session, the following electrical equipment must be approved by the Senate Clerk's Office before it may be used in an office: copiers, coffeemakers, fans, fax machines, heaters, lamps, microwaves, refrigerators and typewriters.

To request equipment, go to the Senate Portal. Under Resources, click on "Forms" and then click "Additional Equipment Request Form." For assistance, please call **698-7460**.

Overtime

Session staff may not work beyond their scheduled hours.

Post Office

The Senate Post Office is located on the third floor of the General Assembly Building, room 333. The Post Office will be open Monday through Thursday 8:00 a.m. to 6:00 p.m. On Friday, the Post office is open 8:00 a.m.—5:00 p.m.

Pursuant to the Senate Rules, postage costs are the responsibility of each member and will be billed accordingly. Postage will be tracked weekly. Members will be invoiced for the full amount of postage used at the end of session.

Mail will be picked up and delivered no less than twice daily to the Senate offices. Mail may be brought to the Post Office. The Post Office will seal and put the proper postage on the outgoing mail. In order to save postage, mail that is to be sent to State agencies within the Richmond area should be enclosed in a brown interoffice envelope. If you are not sure if an agency is in the Richmond area, please check your Commonwealth of Virginia Web site (<http://www.virginia.gov/>). To send mail to other Senators or Delegates housed in the General Assembly Building, place a red dot on the upper right-hand corner of the envelope.

If you have any questions regarding the mail service for the Senate, please contact the Senate Post Office by calling **698-7466**.

Recycling

The Senate encourages recycling. In your recycling crates, you may place the following: color paper, white paper, newspaper, magazines, and envelopes. Aluminum cans and plastic bottles may be placed in the appropriate recycling bin located in the General Assembly Building vending areas on the third and fourth floor. If you have any questions regarding recycling, please call Support Services at **698-7460**. Pages will pick up recycled material from your office Monday through Thursday and upon request.

Rental Equipment

A session rental form should be completed for all equipment rented from vendors (refrigerators, typewriters, etc.) and submitted to the Support Services Office (**698-7460**). Please be sure to include the names of the rental agent and the delivery and pick-up dates.

Roll Call Votes

Senate floor votes on legislation may be obtained by accessing the Senate electronic calendar. If you do not have access, contact Legislative Information and Constituent Services by calling **698-7410** (Capitol, first floor, room W147).

School and Other Groups

School groups often visit the State Capitol while the legislature is in session. To arrange a tour of the Capitol and/or grounds for visitors, call the Capitol Tours at **698-1788**. The tour guide will need to know the approximate number of visitors and the time and date your group would like to visit. Groups are accepted on a scheduled basis.

Senate pages/messengers are available to escort and speak with groups upon request. Please call **698-7410**.

- Senate Room B - Can be used for viewing the session. Messages will not be sent to the

Senate floor for groups viewing in this room. This room is not a holding area for the gallery. Lunch MAY NOT be served in this room.

- Senate Room 3 – Gallery holding room for groups of 15 or more. The session can be viewed from this room.

- Senate Gallery – Individuals and groups of 14 or less report to the gallery to view the session. Groups will be rotated in and out depending upon the Senate workload and number of visitors each day.

Senate Floor Presentations / Guests

Arrangements for floor presentations shall be made through the Senate Clerk's Office. As soon as you are aware of a floor presentation, please send a written request to the Senate Clerk's Office. Include the name of the recipient, the resolution number, and the preferred date for presentation. The Clerk's staff must obtain approval for presentations from the Senate Rules Chairman in advance. Presentations are usually made at the beginning of the daily session during the morning hour.

Senate Seal

Pursuant to Section §30-15.1:1 of the Code of Virginia, use of the Senate Seal is prohibited except by current and former members of the Senate. Please refer all inquiries to the Clerk of the Senate by calling **698-7400**.

Printed Stationery

Printed stationery should be ordered when a Senator's inventory contains one box. There is a two week turn-around time for printing stationery. Please notify Support Services (**698-7460**) of large mailings as soon as possible.

Each member is limited to 10,000 sheets per fiscal (July-June) year. All quantities over that amount will be invoiced to the member. Note cards and monarch stationery imprinted with the Senate seal are available for purchase.

Senate stationery can only be used by elected members of the Senate. Personal use of Senate stationery by the staff is not permitted.

Please remove all stationery from printers and place it in a secure location at the end of each work day.

Electronic Stationery

Electronic stationery (Senate Seal and State Seal) are available to members for legislative use. The guidelines, as approved by the Chair of Senate Rules, are located on the portal (<https://sites.google.com/a/senate.virginia.gov/portal/announceme/estationery>).

Supplies

Standard office supplies issued by the Senate should remain in the member's General Assembly office until the following year. Each office is furnished with basic office supplies, i.e., tape dispenser, stapler, etc. If a member should require additional paper, etc., please submit a supply request via the Senate Portal as directed here. From the main portal page, look for "Capitol and General Assembly" section and click "Forms and Manuals." The Supply form will be listed. Simply click on the drop down menus to select the supply item and quantity of each. Complete the form and click on the submit button. Wait for "Thank you for your supply

request. Your order is being processed.” The form will be sent to Support Services.

Supplies will be filed as soon as possible. If you haven’t received your order within one business day, please call Senate Support Services at (804) 698-7460.

Text Telephone Communications

The **Virginia General Assembly** provides **TTY** (text telephone) for people who are deaf, hard of hearing, or speech-impaired use the telephone to communicate, by allowing them to type messages back and forth to one another instead of talking and listening. Constituents may contact the Virginia General Assembly via TTY at:

(804) 698-7419-Local

(866) 267-1474-Long Distance

In addition, **Virginia Relay**, a communications service that was established for the people who are deaf, hard of hearing, deaf-blind, and/or people with speech disabilities and for hearing people as well is also available to the public. It enables standard telephone users to communicate with deaf, hard of hearing, deaf-blind, or speech-disabled people who use a TTY (text telephone).

Virginia Relay works by connecting calls between a person with a hearing or speech disability using a TTY and a person who can hear using a standard telephone. The person using a TTY types his or her conversation and the message is read to the other party by a Communications Assistant (CA). The CA then relays the exact words of the person who can hear by typing them back to the TTY user. The TTY user reads or hears the text of the conversation as the CA types it.

A Communications Assistant may be reached by dialing **1 (800) 828-1140**.

Calls made through Virginia Relay are strictly confidential. It is illegal for a Communications Assistant (CA) to disclose the nature, content or any information regarding conversations. Once the call ends, the conversation is automatically deleted.

There are no charges for calls made within the Commonwealth of Virginia. The state recovers intrastate costs through a 16 cent surcharge (per telephone line) that is applied to the telephone bills of all telephone customers.

APPENDIX

Definitions

ACTS OF ASSEMBLY: Those bills passed by the General Assembly and signed by the Governor. An act is given a number which represents the numerical sequence in which the bill was signed. This number refers to the “chapter” of the Acts of Assembly, i.e., Senate Bill 79 became Chapter 23 of the Acts of Assembly, being the twenty-third bill signed into law by the Governor in 1982. All Acts are bound, after the session, into volumes referred to as the Acts of Assembly. Joint resolutions amending the Constitution of Virginia are also assigned a Chapter number and placed in the Acts of Assembly. The Acts of Assembly may be found in the Clerk’s Offices (i.e., the offices of the Clerk of the Senate and of the Clerk of the House of Delegates), State Library, and made available to Public Libraries.

ADJOURNMENT SINE DIE: The final adjournment of a legislative session.

AMENDMENT: A change made to a bill in committee or on the floor of the chamber to alter the contents of the bill as introduced. Amendments may be made in one of two ways:

(1) **LINE-BY-LINE AMENDMENTS:** Cites bill line numbers and specific changes to be made on particular lines. These are not usually printed for general distribution but can be found on the computerized bill status system. The General Assembly’s computerized bill status system is known as the Legislative Information System and is maintained by the Division of Legislative Automated Systems.

(2) **AMENDMENT IN THE NATURE OF A SUBSTITUTE:** A completely redrafted bill incorporating the changes made in the bill. This method is commonly used when the changes are lengthy. (Also referred to as a Substitute)

APPORTIONMENT: Determination by law of the number of representatives which a state, county, or city may send to a legislative body. In Virginia, reapportionment occurs every ten years in the year following the taking of the U.S. Census.

APPROPRIATION: The act of appropriating a sum of money to be expended for a public purpose and in a manner determined by law.

BICAMERAL: Having two houses in a legislature.

BIENNIUM: A two-year period for which appropriations are made in most state legislatures.

BILL: A proposal to amend, repeal, or add sections of the Code of Virginia or Acts of Assembly.

BY REQUEST: Legislation can only be introduced by a member of the General Assembly. A bill or resolution introduced by request indicates that a constituent requested a member to introduce it and the member has no specific interest in the bill.

CALENDAR: Daily printed agenda of business for each house.

CHAPTER: A bill passed by the General Assembly, signed by the Governor, and which has been assigned a Chapter number for placement into the Acts of Assembly.

CHARTER BILL: A proposal relating to the powers of cities, towns, and a few select counties specifically granted by the General Assembly. Charters and changes to them are not codified and can only be found in the Acts of Assembly.

CLERK: Chief administrative officer elected by the body, providing administrative support to the Senate or the House of Delegates. The Clerk of the House serves as Keeper of the Rolls of the Commonwealth and prepares the Acts of Assembly.

CODE OF VIRGINIA: A compilation of the Laws of the Commonwealth. The Code is arranged alphabetically by subject. Each subject heading is referred to as a title (i.e., Administration of the Government Generally is Title 2.2).

COMMITTEE: A group of legislators from the Senate or House of Delegates organized for the purpose of deciding upon the appropriate disposition of a bill or resolution.

CONFERENCE COMMITTEE: A group of legislators, usually six, although the number may be increased, taken equally from the Senate and House of Delegates, which meets to resolve the differences between the versions of a specific bill as passed by their respective bodies.

COMMITTEE ACTION: Alternative dispositions are available to a committee when it acts upon a measure.

CONTINUED (CARRY OVER): Action which removes the measure from consideration during an even-year session and provides for its reconsideration at the next regular session of the Assembly. No bills may be carried over in odd-numbered years.

DOCKET: A list prepared by the committee clerk of all bills pending before a standing committee or subcommittee for that day's meeting.

EFFECTIVE DATE: The date upon which an Act becomes law. All bills signed by the Governor become law on July 1, unless there is an emergency clause in the bill or the bill contains an effective date later than July 1.

EMERGENCY CLAUSE:

Specifies a date other than July 1 for legislation to be effective. The effective date of legislation with an emergency clause is the date when signed by the Governor.

ENGROSSED BILL: A reprinted bill which has passed the second reading in its body of origin and which includes amendments adopted by that body. All bills on third reading are technically engrossed; however, only those with amendments are reprinted.

ENROLLED BILL: The final printed version of a bill as passed by both the Senate and the House of Delegates, signed by the Speaker of the House and the President of the Senate (the Lieutenant Governor) and transmitted to the Governor for his consideration.

INTERIM: The period between legislative sessions.

INTRODUCTION: The offering of a bill or resolution by a member or members in their respective houses, accomplished by handing the proposed legislation to the Clerk of the respective house, who numbers it in the order in which it is received.

ITEM VETO: The power which the Governor possesses to veto items in the appropriation bill without affecting any other provisions of such bill.

JOINT COMMITTEE:

A committee composed of members of both the Senate and the House of Delegates to consider similar legislation which has been introduced in both houses.

JOINT RESOLUTION: One which is initiated in either house but which must have the concurrence of the other house. Such a resolution is captioned as Senate Joint Resolution or House Joint Resolution, depending upon the house of origin.

JOURNAL: The official record of a legislative house, kept by the Clerk and published as directed by that house. The Journal contains minutes of the introduction and reference of bills, reports of committees, motions, votes, and other actions, but does not report debates. This publication is printed and made available to public libraries.

NO ACTION: The committee takes no formal action on a measure.

OPEN SESSION: A committee meeting open to public attendance. Under the Freedom of Information Act, executive sessions may be used only for special reasons as set forth in the Act, i.e., to discuss personnel matters.

PASSED BY INDEFINITELY (PBI): An unfavorable committee action to kill a measure, known as PBI. However, a bill may be passed by indefinitely at one committee meeting and reconsidered by the committee at the next meeting upon a motion made by a member who voted on the prevailing side to PBI the bill. If enough votes are changed, the bill may be reactivated and sent to the floor.

PATRON: A member of the General Assembly who signs his name to the jacket copy of the bill, thereby indicating his support. The chief patron is primarily responsible for the introduction and handling of the measure. The chief patron is the first name listed on the printed bill. A bill may have two Senate chief patrons at the time the bill is offered for introduction. The second chief patron signs their name after the first chief patron on the jacket cover of the bill. The other members who sign the bill are referred to as co-patrons. To become a co-patron after the bill is introduced, a Senator must complete a co-patron add form. The form must be

submitted even on bills in which the member's bill has been incorporated into during the legislative process.

PREFILING: Procedure which permits any member of the General Assembly to file bills he/she intends to introduce before the day the session commences. Pursuant to the Code of Virginia, any Senator/Delegate or Senator/Delegate-elect of the next regular session may file bills and resolutions for even-numbered-year regular sessions beginning the third Monday in November of the preceding year and for odd-numbered-year regular sessions beginning the third Monday in July of the preceding year. Any bill or resolution filed must be endorsed by the handwritten signature of at least one Senator/Delegate or Senator/Delegate-elect as a patron. A member who was not re-elected to the next regular session of the General Assembly may not prefile legislation

QUORUM: The number of members who must be present in a deliberative body before business may be transacted. Twenty-one members constitute a quorum in the Senate. Fifty-one members constitute a quorum in the House of Delegates.

READING: Action by the Senate or House of Delegates upon a measure that has been reported by a standing committee: First Reading, Second Reading, and Third Reading. The Constitution of Virginia requires that a bill, prior to its passage, be read by its title or its title be printed in a daily calendar on three different calendar days in each house. This requirement, and other Constitutional requirements for the enactment into law of a bill, are all aimed in principle at the like objective of more deliberate consideration of legislation. The Rules of each house, expressing its particular preference, set out other specific requirements regarding the relation of these readings and other parliamentary procedures.

REFERRED: Action by which a standing committee receives legislation to consider.

RE-REFERRED: Action on a measure taken by a committee of the Senate or House which sends that measure to another committee for consideration.

REPORTED: Favorable committee action on a measure which sends it to the Senate or House floor for consideration.

RESOLUTION: A formal expression of a request, mandate, order, constitutional amendment, opinion, sense, feeling, or sentiment of one or both houses of the General Assembly. It may also direct that an interim legislative study be conducted by a special legislative study commission, a subcommittee or joint subcommittee of one or more standing committees, or request such a study by a state agency. A resolution does not have the force of law and does not require the signature of the Governor. There is a statutory requirement for a joint resolution amending the Constitution of Virginia to be enrolled and signed by the presiding officer of each house-chapterized and placed in the Acts of Assembly. The Rules of the Senate also make certain requirements for the readings of the title of a resolution.

RULES: Rules of procedure for conducting business adopted by each house of the General Assembly, this rule-making power being provided by the Constitution of Virginia. The Rules of

the Senate are adopted at the commencement of the first regular session of the General Assembly after the election of the Senate and are in force for the succeeding four years unless amended or suspended as provided by the Rules. The Rules of the House are adopted at the commencement of the first regular session of the General Assembly after the election of the House and are in force for the succeeding two years unless amended or suspended as provided by the Rules.

SENATE RESOLUTION OR HOUSE RESOLUTION: A resolution which does not go beyond the bounds of its respective house and which deals with its internal affairs or interests alone.

STANDING COMMITTEE:

One of ten permanent committees in the Senate or one of 14 permanent committees in the House of Delegates. Senate Committees are composed of 15 members, except for the Committee on Rules, which has 17 members. The Committee on Rules of the Senate is a permanent committee, as established by the Rules of the Senate, but it is not considered a standing committee. Standing committees are charged with considering all legislation within certain subjects. In addition to considering legislation, the Committee on Rules of the Senate is also charged with certain duties regarding the operations of the Senate.

SPEAKER: The presiding officer of the House of Delegates who conducts the business of the House in accordance with the rules. The Speaker is elected by the House in even-numbered years for a term of two years. All acts and joint resolutions proposing amendments to the Constitution shall be signed by the Speaker as well as writs and warrants issued by order of the House and attested by the Clerk of the House.

SUBCOMMITTEE: A group of legislators who are members of a standing committee, selected by the committee Chair to consider certain categories of bills. Subcommittees make recommendations to the full committee.

SUBSTITUTE:

See AMENDMENT.

VETO: The return of a bill to the legislative house in which it originated, unsigned and with objections in writing by the Governor whose signature is necessary to complete the enactment of a law. The number of votes required to override a gubernatorial veto is two-thirds of the members elected to each house.

VOICE VOTE: A vote taken by voice and not by roll call of members of a legislative house on a motion in which the presiding officer, judging from the volume of sound, announces the result.